

Guide to the Learning Centre

The **Learning Centre** exists both as a physical space and an online resource area.

The physical space within **INTO Manchester** consists of:

- ⇒ **library**
- ⇒ **study tables**
- ⇒ **silent study area**
- ⇒ **laptop charging points**
- ⇒ **printers**

Online you will also find access to a range of **specialised databases** and **electronic books** to help you with your assignments and research.

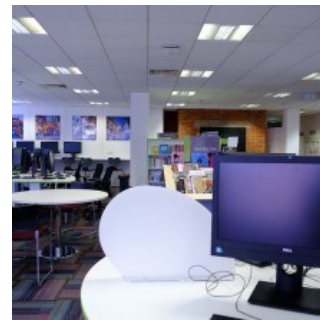
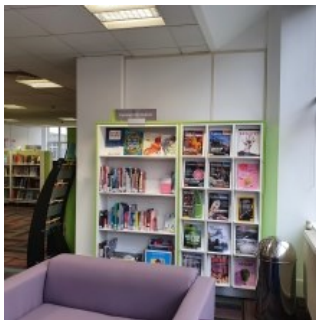
Rules of the Learning Centre

- You **must** have your student ID card to borrow resources
- Talk **quietly**. In the **Silent Study** area you **must not** talk at all.
- Computers and printing **close down 5 minutes before close** of the space
- **Do not** make phone calls (if you have to pick up try to be quiet and make your way elsewhere)
- **No food or drink**. Please only consume water in the Learning Centre.

Learning Centre Resources

In the physical Learning Centre, you will find:

- Textbooks for your course
- A collection of recent magazines and journals
 - ⇒ Casual reading including *Vogue*, *Hello!* and *Car* which may help your English
 - ⇒ Reading useful for your course including *The Reviews*, *New Scientist*, *New Internationalist* and other journals
 - ⇒ Older copies can be found online at EBSCO
- Fiction books for casual reading and to help improve your English
- Computers
- Printers with photocopying and scanning functions



Borrowing Resources

- You can borrow (take home) a total of **12 books** at a time
- Books are issued for up to **3 weeks**
 - ⇒ The due date is stamped in the front of the book
- You **must** bring your back by the due date. If you need more time, it can then be **renewed** for you to borrow longer.
- If you do not return resources you may not be allowed to borrow more, or may get a fine!

Contact Us:

Website: www.intolearningcentre.co.uk

Library Services on Brightspace

Email: manchester.LRC@intoglobal.com

Telephone: 0161 631 1222